

Applicant:		Date:	
Producer:		Policy #:	
Description of Operations and Percent of Annual Receipts			
Full Service Auto Dismantling?		Yes	No
		%	
Self-Service Auto Dismantling? <i>(If yes please complete SS Supplemental page 5)</i>		Yes	No
		%	
Auto Sales?		Yes	No
		%	
# of Vehicles Sold Annually		# of Dealer Plates	
Do you have any scrap operations? <i>(other than from crushed autos)</i>		Yes	No
		%	
Auto Repair/Service		Yes	No
		%	
1. Any brake work done?		Yes	No
2. New brakes parts only?		Yes	No
3. Certified mechanic performing work?		Yes	No
4. Do you modify and/or rebuild parts?		Yes	No
5. Mounting of used tires performed by insured?		Yes	No
Do you sell Used Tires?		Yes	No
		%	
1. Is sale of used tires more than 10% of year gross receipts?		Yes	No
2. Do you have a documented Inspection process for used tires that will be resold?		Yes	No
3. Visual Inspection of used tires?		Yes	No
4. Sale of used tires older than 3 years old?		Yes	No
5. Minimum tire tread depth: 4/32 Auto - 6/32 Commercial Truck		Yes	No
6. What stacking storage practices for used tires? <i>(check all that apply below)</i>			
	Metal Racks	Barrel	Laced
		Loose	Other
7. Are records/receipts kept of sale of used tires?		Yes	No
8. Are tires labeled/sorted during inspection process?		Yes	No
9. Is a liability waiver signed for sale of used tires sold to customers?		Yes	No
Towing for Hire? <i>(If Yes, please answer below)</i>		Yes	No
		%	
1. Any repossession work?		Yes	No
2. Any contracts with municipalities?		Yes	No
3. Any roadside service?		Yes	No

Towing for Hire (continued)

5. Is there any operation in rural areas?	Yes	No
6. Is there any 24-Hour tow service?	Yes	No
7. Where are vehicles towed to?		
8. What controls are in place for storage of towed autos?		
9. Is storage of towed autos separated from dismantling area?	Yes	No

Please list the type of Tow Trucks below: *(If more than four units add separate sheet)*

Year	Make	Model	GVW	Type	Year	Make	Model	GVW	Type

Auto Storage

1. Any customer autos on premises?	Yes	No
2. Do you sell consignment vehicles?	Yes	No

Employee Information

Class 1 – Employees			Class II – Non Employees		
Reg. Operators/Owners	(1.00)		Under 25 Years of Age	(1.15)	
Part Time	(0.50)		All Other	(0.50)	
All Others	(0.40)		(Spouses of Owners)		
Part Time	(0.20)		(Inactive Officers)		
Number of owners, partners, active officers:					

List names of owner, partner, active officers below

Do you have any dependents in the household of driving age? (Identify below)	Yes	No
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Name of Dependent	Date of Birth	Work for the Business?		Job Duties
		Yes	No	
		Yes	No	
		Yes	No	

If not working for business, are dependents insured elsewhere?	Yes	No
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Dependent Carrier:		Policy Number:	
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Have there been any EPL claims, suits, complaints or any pending EPL issues against the Named Insured and/or any executive, officer, or owner?	Yes	No
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Does any executive, officer, or owner have any knowledge of any act, error or omission which could reasonably be expected to give rise to an EPL claim, suit, or complaint?				Yes	No
Total Annual Gross Receipts:					
Does the insured own/operate any other business? (Identify below)				Yes	No
Business Name	Business Location	Business Operation	Insurance Coverages	Insurance Carrier	
Does the insured dismantle and/or store anything other than automobiles and light trucks?				Yes	No
Does the insured dismantle and/or store transformers?				Yes	No
Does the insured rent/lease any automobiles, trailers, tractors, equipment, and/or tools to others?				Yes	No
Does the insured crush or haul crushed automobiles? (If Yes, please complete "Crushing & Hauling" Supplemental)				Yes	No
Describe the insured's program for handling waste/fluids/chemicals, including the name of the company contracted to haul away these materials below:					
Safety Program					
1) Is a formal safety program in operation? <i>(If yes, please provide details below)</i>				Yes	No
2) Is equipment regularly maintained?				Yes	No
Employee Selection					
1) Does Management verify prior employment?				Yes	No
2) Does Management verify MVR's prior to hiring and annually?				Yes	No
3) Has Management instituted a minimum experience requirement?				Yes	No
4) Has Management instituted a formal employee training program?				Yes	No
Premises					
1) Are customers allowed in the yard area?				Yes	No
2) If they are allowed in the yard area are they supervised?				Yes	No
3) Are walkways leading to/from insured location free of obstructions?				Yes	No
4) Are floor surfaces even?				Yes	No
5) Are floor area free of obstructions?				Yes	No

Premises (continued)					
1. Are all stair railings in place and properly secured?				Yes	No
2. Does the insured stack vehicles in yard?				Yes	No
3. If vehicles are stacked in yard, how high?					
4. Does the insured have any dogs on premises?				Yes	No
5. If dogs on premises, how are the dog restricted during operating hours?					
6. Are premises free from hazardous conditions?				Yes	No
7. Rate general housekeeping:		Fair	Good	Excellent	
Management Cooperation					
1. Does Management provide well maintained equipment?				Yes	No
2. Does Management provide safe working conditions?				Yes	No
3. Does Management comply with carrier's recommendations?				Yes	No
4. Does Management perform their own equipment maintenance?				Yes	No
Forms & Filings - Please indicate if you need any state forms and/or filings below					
None	Form E	Form H	MCS90	MCP65	Other
Please specify Other:					
Certificate and/or Motor Carrier Number:					
Comments					

Insured Signature _____ Date _____

- ❖ **This supplemental must accompany all new business submissions and renewals**
- ❖ **Mandatory Items to Accompany Each New Business Submission (As Applicable)**
 - ✓ Completed ACORD applications: 125 (Applicant Information), 128 (Garage), 129 (Vehicle)
 - Optional Forms Include: 126 (liability), 131 (Umbrella), 140 (Property), 141 (Crime), 144 (Glass & Sign), 145 (Accounts Rec/Valuable Papers), 146 (Equipment Floater),
 - Schedule of all Vehicles, even if no physical damage coverage is requested. On vehicles requesting physical damage, include: VIN#, Cost New, GVW for Trucks (Use ACORD 129)
 - ✓ Four Year (Hard Copy) loss run within 90 days of policy expiration
 - Photographs of the operation
 - MVR's on all Drivers
- ✓ Not needed for renewals

Self-Service Auto Dismantling Supplemental Questions

1) Are customers charged a fee to enter the yard? If YES, Fee is:	Yes	No
2) Are customers required to sign a waiver prior to entering the yard? <i>(Please provide a copy of the waiver)</i>	Yes	No
3) Are customers under the age of 18 allowed in the yard?	Yes	No
4) Are customers allowed to bring in jacks and/or heavy tools?	Yes	No
5) Are customers tool boxes checked prior to entering and exiting the yard?	Yes	No
6) Does the insured loan tools to customers?	Yes	No
7) Are employees located in yard overseeing the removal of parts?	Yes	No
8) Are customers allowed to remove parts under the vehicle?	Yes	No
a. If allowed to remove parts, how is vehicle stored?		
b. What type of parts are being removed?		
9) Are customers allowed to remove large or heavy parts?	Yes	No
10) Are fluids drained from all vehicles prior to vehicle entering the yard?	Yes	No
11) Are spare jacks removed from trunks of dismantled cars prior to entering the yard?	Yes	No
12) Are forklifts operated during business hours?	Yes	No
13) When operating forklift, do employees escort to ensure aisles are clear of obstacles and customers?	Yes	No
14) Are aisles roped off from customer access?	Yes	No

Comments

Insured Signature _____ Date _____

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